



# CITY OF ATLANTA

## Job Announcement

### **POLICE COMMUNICATIONS DISPATCHER (D)\***

**STARTING SALARY: \$30,202**

**Salary Grade: 10 (4)**

**Applications Accepted From: April 12, 2005 until April 29, 2005**

#### **Minimum Job Requirements**

Applicants must have a high school diploma or GED certificate and successfully pass a communications dispatcher performance test measuring the ability to receive, retain, and process emergency information. Equivalent combinations of training and experience will be determined under prescribed guidelines. Ability to speak a second language is desirable. Applicants must meet the requirements of the Georgia Peace Officer Standards and Training Council for a Communication Officer within six months after appointment.

#### **Duties of the Job**

This employee performs radio communication dispatch and telecommunication duties for the police department. Communicates effectively with city and county police officers and EMS personnel; handles all 911 calls within the Atlanta Police Department jurisdiction or transfers the call to appropriate agency; answers multiple telephone lines and dispatches as required; handles emergency and fast-paced situations; maintains a variety of records, files and logs; performs multiple tasks simultaneously; takes appropriate action when presented with a stressful emergency situation; monitors multiple radio frequencies while answering/handling phone calls or other radio traffic; maintains field unit status at all times; communicates effectively and coherently over law enforcement and police radio channels, initiating and responding to calls; notifies others, such as wreckers or utilities, when services are requested/required; takes and relays messages to officers or other divisions such as the Atlanta Fire Department, Fulton County EMS, EPA/EPD, Red Cross, etc; performs other related duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107 Atlanta, GA 30335-0306

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (except where physical requirements constitute a bona fide occupational qualification).

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

**The examination will consist of a performance test. Testing by appointment only.**

**THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT INCLUDES, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, VOICE STRESS ANALYSIS, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.**

**\*THERE IS A SALARY DIFFERENTIAL FOR SHIFT WORK. THIS POSITION REQUIRES SHIFT WORK.**